

# Medi-Cal Monthly Update

## January 2010

"TO ENRICH LIVES  
THROUGH EFFECTIVE  
AND CARING  
SERVICE"

### In This Issue:

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Happy New Year

### Prevent Audit Errors

#### **Permanently Retain Medical Support Enforcement (MSE) Documents!!!!!!!!!!**

Medi-Cal policy requires that MSE documents remain in the active case record. More specifically, the CW 2.1 *Notice and Agreement for Child, Spousal and Medical Support*, CW 2.1(Q) *Support Questionnaire*, CS 909 *Declaration of Paternity* or CW 51 *Child Support Good Cause Claim* must be permanently retained in the **Identification Folder** of the active case record. Please do not boost these documents out of the case record or send them to any FKI file. CalWORKs (CW) cases transferred to Medi-Cal districts must contain child support documents. If a Medical Assistance Only (MAO) segment is received without child support forms, the receiving MAO Deputy District Director should contact the sending CW Deputy District Director and request them. Medi-Cal cases that do not have any of the applicable child support/MSE documents present will be cited with an audit error.

Reference: MEPM Article 23

T.B.

#### **Documenting Good Faith Effort for DRA Beneficiaries at Redetermination**

This is a reminder to staff that DRA citizenship and identity verification must be reviewed at the annual redetermination for nonexempt U.S. citizens receiving Medi-Cal only. For a nonexempt citizen who returns a complete MC 210 LA but has not provided DRA documents, LEADER will send the DRA Reminder 3B and display the following message in the Individual Eligibility screen in Eligibility Summary:

"RD Complete, DRA Noncompliant"

The redetermination of eligibility is completed and full scope benefits continue, even if the DRA citizenship and/or identity documents have not been provided. However, staff must contact beneficiaries who have **not** met both citizenship and identity requirements to determine whether the individual is making a good faith effort to obtain documents. The following actions must be taken and documented in Case Comments for the beneficiary who has returned a completed redetermination but has not provided documents necessary to meet the DRA requirements:

1. Review case folders to determine if acceptable documents are on file.
2. Check MEDS to determine if documents were previously reported.
3. Complete the DRA Details screen to request a birth match for California born beneficiary.
4. Attempt phone call to determine if beneficiary is making a good faith effort to get documents.
5. Send the "DHCS 0006 Proof of Citizenship or Identity Needed For Medi-Cal Applicants and Beneficiaries Who Are U.S. Citizens or Nationals" and the "DHCS 0003 Affidavit of Reasonable Effort to Get Proof of Citizenship" to the beneficiary to determine if good faith effort continues. Include the response due date on the DHCS 0006.

These steps should be followed in the order listed above up to the point that citizenship/identity is verified or the beneficiary's good faith effort has been established. Example: If Steps 1 and 2 do not provide verification, but Step 3 results in a birth match and identity has been verified, Steps 4 and 5 do not need to be completed. **Note: These rules also apply to beneficiaries on a CalWORKs case who are receiving MAO because they are ineligible for CW but are completing the redetermination as a member of a CW household.**

Once the beneficiary has been contacted, the good faith effort must be documented in Case Comments. For beneficiaries born in California, the good faith effort may consist of the beneficiary providing information to request a MEDS birth match. **As a reminder, the statement of good faith effort may be written or verbal.** All efforts to assist the beneficiary in obtaining the required documents must also be documented in Case Comments.

## Verifying DRA Citizenship and Identity For Children Under Age 16

Most U. S. citizen children under age 16 are required to provide original proof of citizenship and identity to meet the DRA requirements. Deemed Eligible infants and children receiving CalWORKs have met the DRA requirements and do not need to provide proof of citizenship and identity for Medi-Cal.

For nonexempt children, staff should take the following steps to verify citizenship:

- Check closed case files for original documents provided with a prior application. Documents must be annotated as "original seen" with a signature of the viewer.
- Check MEDS to see if a California birth match was obtained or if other documents were previously provided.<sup>\*</sup> A birth match is posted as Document Type **2A** in the INQE screen on MEDS. If there is no reported document nor a birth match on MEDS and the child was born in California, staff should,
- Complete the DRA Details screen to **request** a birth match. The fields for "Country of Birth", "State of Birth", "County of Birth", and "Birth Certificate Information" should be completed.
- Complete the PA 230 for a child born in a state other than California.
- Send the DHCS 0006 Proof of Citizenship and Identity Needed - For Medi-Cal Applicants and Beneficiaries Who Are U.S. Citizens or Nationals to request verification of citizenship when there is insufficient information to request a birth match or initiate a PA 230.

To verify identity, staff should check case files for an MC 210 or MC 321HFP. If there is an application, signed under penalty of perjury, and the child is listed on the application with a stated date and place of birth, identity verification for the child is complete. Other acceptable verification of identity include:

- U. S. Passport
- School identification card with a photograph
- Photo ID issued by Dept. of Motor Vehicles
- U.S. American Indian/Alaskan Native Tribal document with a photograph or other identifying information
- DHCS 0009 Affidavit of Identity for U.S. Citizenship or National Under 18

It is important to remember that any of the documents listed above are acceptable. Staff should not ask a person to obtain documents that have higher reliability if an acceptable document is provided.

*\*Documents may have been given to another county that reported the document information to MEDS. Verification obtained by SAVE (**2M**) or through the Social Security number verification (**2Z**) would also be posted on MEDS by the State. If citizenship and identity was verified by SAVE or SSN Verification Data Match, staff should document the source in Case Comments but **do not** update the DRA Details screen.*

Reference: ACWDL 07-12 and 09-65, Admin. Dir. 4721.

S.G.

## **Do Your Numbers Add Up?**

The Control Log for the Eligibility Letter of Authorization (LOA)/MC 180 is a State required document developed to report the issuance of the LOA/MC 180 forms and account for stock on hand. In order for DPSS to keep an accurate count of MC 180s on hand, the math must be done properly. See example below to calculate the number of LOA/MC 180 forms in stock at the beginning of the report month.

Serial number sequence in stock, at the beginning of the report month 658300 to 658350  $(658350 - 658300) + 1 = 51$

In this example, one was added to account for the form with serial number 658300. See example below to calculate the number of LOA/MC 180 forms in stock if 11 are issued in the report month.

Serial number sequence in stock, at the end of the report month 658311 to 658350  $(658350 - 658311) + 1 = 40$

In this example, one was added to account for the form with serial number 658311.

J.T.

Answers for 12/09 Issue:

### ACROSS

3. MEDS    4. Three    6. MEDS    9. Change  
10. PA5309    11. MEDS    12. SFUEDBC  
13. DRA

### DOWN

1. Individual Summary    2. One    5. Effective  
7. Save    8. MEDS

